

Michigan Department of Civil Service

REGULATION

Appointing Authority Letter Reference:	Effective Date: April 25, 1999 <u>August 20, 2000</u>	Index Reference: Employee, Position Review, Effective Date, Reallocation <u>Reclassification</u> <u>on</u>	Regulation Number: 4.09
Issuing Bureau: Human Resource Services	Rule Reference: Rules <u>1-3</u> , 4-1.2, 4-1.6 , 4-2.1a, and 4-2.1c		Replaces: Reg. 4.09 (CS-6803, July 14, 1996) <u>April 25, 1999</u>
Subject: EMPLOYEE GENERATED POSITION REVIEWS			

AUTHORITY

~~The Michigan Constitution of 1963, Article XI, Section 5, states in part:~~

~~The commission shall classify all positions in the classified service according to their respective duties and responsibilities . . . make rules and regulations covering all personnel transactions, and regulate all conditions of employment in the classified service.~~

1. PURPOSE

The purpose of this regulation is to establish the standards and procedures that an employee can use to request a position review from the Department of Civil Service.

2. CIVIL SERVICE COMMISSION RULE REFERENCE

~~Chapter 4 of the Michigan Civil Service Commission Rules provides the basis for position establishment and classification for all positions in the state's classified service.~~

A. 1-3 Regulations.--- The state personnel director is authorized to issue regulations that the director deems to be necessary or useful. A regulation issued by the state personnel director shall be binding on the department of civil service unless the commission finds that the regulation violates a rule. The state personnel director shall make all regulations available to employees through their personnel offices and the internet.

B.—4-1.2 Allocation/Classification. — All positions established in the classified service ~~shall~~ must be reviewed to classify the position properly for purposes of determining their appropriate allocations.

~~— 4-1.6 Regulations. — The state personnel director shall issue any regulations necessary to implement the provisions of this chapter.~~

C. 4-2.1(a) Position review. An appointing authority ~~ies~~ shall give notice to the department of civil service of material changes in the duties and responsibilities that may impact the proper classification of ~~any positions within their jurisdiction.~~ If the appointing authority does not ~~fails to so~~ notify the department of civil service of material changes, the employee occupying the position may initiate a position review by filing an updated position description and a written request with the department of civil service ~~to initiate the process for a position review.~~

D. 4-2.1(c) Effective date of change. Any changes in the allocation classification of a position based on a review under this rule ~~shall be~~ is on a current basis, except as otherwise approved by the state personnel director.

3. STANDARDS

~~1.A.~~ If the appointing authority ~~fails to~~ does not notify the Department of Civil Service of material changes, ~~in the duties and responsibilities of a position,~~ the ~~incumbent employee occupying the position~~ may ~~file a written request directly to the Department of Civil Service for~~ initiate a position review by filing an updated position description and a written request with the Department of Civil Service. ~~Even though the instructions contained on the Position Description (CS-214) form state that the supervisor or appointing authority is to complete items 1-14, in this case, the employee must complete items 1-21 of the Position Description, and sign and date it in item 21. Electronic fillings do not require completion of item 21.~~

2.B.—A group of employees, in the same classification and performing similar duties and responsibilities, may submit a composite Position Description for a position review. All ~~the~~ employees must sign and date the composite Position Description (or an attached sheet) and include their position numbers codes and social security numbers employee ID numbers. No electronic fillings will be accepted for group requests.

3.C.—The Bureau Department of Civil Service will determine if the position is eligible for a review in accordance with Civil Service Regulation 4.05, *Frequency of Review of Positions*. If the position is not eligible for a review, the Bureau Department of Civil Service will notify the employee and the appointing authority. Requests to review a position to determine if a working-out-of-class assignment exists can be submitted at any time.

~~4.D.~~—The effective date assigned to the classification action will be the beginning date of the pay period that the employee's request and signed Position Description is received in the Department of Civil Service. Requests for retroactive effective dates will be reviewed in accordance with Civil Service Regulation 4.04, *Effective Dates for Classification Actions*.

~~5.E.~~—The ~~Bureau~~Department of Civil Service will send a letter to the appointing authority, along with a copy of the employee's request and Position Description for review. A copy of the letter to the appointing authority will be sent to the employee as the official notice to the employee that the ~~Bureau~~Department of Civil Service has received the request.

~~6.F.~~—The appointing authority is allowed 20 workdays to complete items 22-29 of the Position Description after receipt from the ~~Bureau~~Department of Civil Service. The appointing authority will be allowed an additional ten workdays for professional managerial and specialist positions that require evaluation system rating reviews. The ~~Bureau~~Department of Civil Service may authorize extensions for good cause.

~~7.G.~~—The appointing authority will submit a Position Action Request (CS-129T) form, stating whether the employee meets the minimum requirements for the requested classification and whether the incumbent is performing the duties and responsibilities of that classification satisfactorily.

~~8.H.~~—The appointing authority may submit any other necessary information for the ~~Bureau~~Department of Civil Service to make a classification decision.

~~9.I.~~—The ~~Bureau~~Department of Civil Service may conduct an on-site position review to gather additional information.

~~10.J.~~—If the requested necessary information is not received from the appointing authority within the above specified time frame, the ~~Bureau~~Department of Civil Service may review the position based on the information provided by the employee and from information obtained at the on-site position review.

4. PROCEDURES

Responsibility

Employee

Action

1. Completes items 1-21 of the Position Description form and submits it to the Department of Civil Service.

~~Bureau~~ Department of Civil
Service

Appointing Authority

~~Bureau~~ Department of Civil
Service

2. Upon receipt of the employee's request for position review, reviews the request for completion in accordance with Civil Service Regulations and classification guidelines.
3. Sends the employee's completed Position Description and a written notice to the appointing authority that the employee has requested a position review. A copy of the written notice is sent to the employee.
4. Directs the employee's immediate supervisor to complete items 22-27 of the Position Description.
5. Completes items 28 and 29 of the Position Description and provides any other information that is necessary to review the position and render a proper classification decision.
6. Submits the completed Position Description, appropriate subrating system worksheet, and a Position Action Request (CS-129T) form to the ~~Bureau~~ Department of Civil Service.
7. If the necessary information is not received from the appointing authority within the specified time frame, reviews the position based on the information provided by the incumbent employee and from information obtained at the on-site position review.
8. Reviews the request and documents decision. Assigns an effective date.
9. Enters the necessary information in ~~the Personnel Payroll Reporting Information System of Michigan (PPRISM)~~ the Human Resources Management Network (HRMN) if action is approved.

10. ~~Releases the Position Action Response (CS-129A) form to the appointing authority.~~

Simultaneously, releases the Position Action ~~Request~~Response (CS-129A) form to the affected employee and appointing authority. If classification action is disapproved informs employee of the appeal rights.

Appointing Authority

11. Receives the Position Action ~~Request~~Response form. ~~Matches~~Verifies information in PPRISM the HRMN and informs agency management of the classification decision.

CONTACT

Questions regarding this regulation should be directed to the ~~Bureau of Human Resource Services~~, Department of Civil Service, P.O. Box 30002, 400 South Pine Street, Lansing, Michigan 48909, (517) 373-3048 or 1-800-788-1766, or MDCS-BHRS@state.mi.us.

NOTE: Regulations are issued by the State Personnel Director under authority granted in the State of Michigan *Constitution* and the *Michigan Civil Service Commission Rules*. Regulations that implement Commission Rules are subordinate to those Rules.